**1. Purpose:** This OI is procedural and does not create policy. It contains the instructions required for INWG personnel preparing for a CAPF 5 or CAPF 91 checkride. It is vital that all personnel preparing for a checkride understand the processes and responsibilities required successfully become a pilot in INWG.

**2. Preparation for the Checkride:**

a. Must have completed all modules of Level 1 training per CAPR 50-17, CAP Senior Member Professional Development Program, and have a working knowledge of the current version of:

- CAPR 60-1 – CAP Flight Management
- CAPR 62-1 – CAP Safety Responsibilities and Procedures
- CAPR 62-2 – Mishap Reporting and Investigation
- CAPR 66-1 – CAP Aircraft Maintenance Management
- GLR Supplement to CAPR 66-1 – CAP Aircraft Maintenance Management
- INWG Supplement to CAPR 60-1 – CAP Flight Management
- INWG Supplement to CAPR 66-1 – CAP Aircraft Maintenance Management
- INWG OI 07-04 – Processing Mission Reimbursement Paperwork
- 14 CFR 61 – Certification: Pilots, Flight Instructors, and Ground Instructors
- 14 CFR 91 – General Operating and Flight Rules
- Local Pilot Procedures

b. Check eServices and either complete or update the annual Aircraft Ground Handling Training online.   In eServices, go to CAP Multimedia, then to Video Courses.   You must watch the entire video and complete the quiz that follows the video presentation.

c. All CAP pilots must "acknowledge" one time the CAP Statement of Understanding by dating the "Statement of Understanding" paragraph found at the top of the Prerequisites page under the Pilot section of Operations Qualifications. See instructions at:
http://www.capmembers.com/media/cms/SOU_Instructions_EC0A4898E5BC0.pdf

d. Obtain the proper checkride material (CAPF 5 or CAPF 91), as well as the Aircraft Questionnaire from the CAP website:   http://www.capmembers.com/ Form Publications and Regulations, and then to Forms.

e. Review the instruction page at the bottom of the CAPF 5 or CAPF 91 as appropriate.

f. Orientation Flights.

1) CAP Cadet Orientation Ride pilots must be familiar with CAPP 52-7 Cadet Orientation Flight Syllabus.
http://www.capmembers.com/    Go to Forms, Publications and Regulations, then to Pamphlets.

2) AFROTC Orientation Ride pilots must be familiar with the current fiscal year Memorandum for All Participating AFROTC / AFJROTC Commanders, CAP Wing Commanders, CAP-USAF Region Commanders,

and CAP Officers located at:   http://www.capmembers.com/ Go to Forms, Publications and Regulations, then to Other Publications.

3) CAPR 60-1 requires CAP Cadet and Teacher Orientation Pilots to have 200 hours PIC time and AFROTC / AF JROTC Orientation Pilots to have 300 hours PIC.   Cadet and Teacher Orientation Pilots must complete the exam for "Orientation Pilot – Powered" prior to their appointment, whereas AFROTC / AFJROTC Orientation Pilots must complete "Orientation Pilot – Powered with ROTC" every four (4) years. These exams are located in eServices on the left side under Online Aeronautical Education.

g. For CAPF 5 checkrides, complete the on-line CAPF5 written examination and the Cadet Orientation Pilot, with or without AFROTC, as applicable, **within 60 days** of the checkride. These exams are located in eServices on the left side under Online Aeronautical Education.

h. Review CAPF 5/CAPF 91 to assure you are able to perform all applicable maneuvers and you are knowledgeable about the areas in the FAA PTS standards for certificate being exercised. Be sure you check the current PTS. If unsure, seek remedial instruction/training prior to the checkride. You **must** be current with FAA 14 CFR 61.57(a)(1) to carry passengers in the same category and class as the CAPF 5 aircraft prior to the flight check.

i. Insure the following information is scanned and uploaded to Ops Qual in eServices: FAA Certificate, FAA Medical, FAA Flight Review, and FAA Wings Certificate (if participating).   Go to: https://www.capnhq.gov/ CAP.eServices.Web/Default.aspx   On the left side go to My Operations Qualifications.

j. Contact a Check Pilot to arrange a time and place for your checkride.   Written approval from the Wing Commander to use the same Check Pilot for more than two (2) annual Form 5 checkrides in a row.   (CAPR 60-1, 3-2.b.)

k. Requests for approval of a funded checkride are made directly to the IN WG/DOV one (1) month prior to your requested checkride date.   Due to limited training funds, mission pilots and check pilots will receive priority for funded checkrides.   Initial CAPF 5 checkrides will always be non-funded. Tracking numbers will be provided to the requesting pilot at the beginning of the month the checkride is planned.
- **Funded:** Mission Symbol is **A7** under the monthly mission number.
- **Non-funded:** Mission Symbol is **B17** under the monthly mission number.

Enter the flight in WMIRS as an e-Flight release under the appropriate A7 or B17 mission number.   For A7 flights enter the tracking number along with all other required information.   WMIRS is located at: https://missions.cap.af.mil/login.cfm   If this is an initial CAPF 5 checkride, or if you are not current and on the FRO list, the check pilot must be PIC.

l. Bring the following certificates and materials / information with you:

1) CAPF 5 checkride:   FAA Certificates, Medical Certificate, Logbook, CAP Membership Card, a copy of CAPR 60-1 and the IN WG Supplement to CAPR 60-1, the PDF printout of the aircraft discrepancy log, appropriate and current charts including instrument approach plates if an IFR checkride, and flight planning tools (plotter, E6B, forms, etc.).

2) CAPF 91 checkride: All of the above, plus an Indiana chart or sectional that may be used to demonstrate how to plot a grid, and your ES binder.

m. Bring the following forms, questionnaires and documents with you.   Fill out forms and questionnaires as much as possible prior to the checkride:

1) CAPF 5 checkride:
     CAPF 5 - complete top and back portion
     CAPR 60-1 Annual Examination Certificate of Completion
     Cadet Orientation Pilot with AFROTC (if applicable) Certificate of Completion

A/C Questionnaire for each qualified model in group (and lower groups, if applicable)

    2) CAPF 91 checkride: CAPF 91 - complete top portion

n. Arrive in proper uniform, obtain preflight briefing, calculate weight & balance, and aircraft performance, preflight aircraft and insure aircraft is airworthy, fill in aircraft Tach Sheet.

q. Contact FRO by phone to obtain a flight release.   For all flights except for an initial CAPF 5 check, a reinstatement check, or a check flight after expiration of the previous CAPF 5, the applicant – as PIC – must request the flight release.

### 3. After the Checkride:

a. Contact the FRO to close the flight release.

b. Complete aircraft Tach sheet, refuel aircraft and clean exterior and interior as necessary. Insure aircraft is left in a mission ready status for next flight.

c. Following these financial procedures:

    1) Funded A7: Use the Avcard issued to the aircraft to pay for fuel. Annotate receipt by writing the Pilot's Name, Date, Mission Symbol, Mission Number, tail number, CAP Flight Number, gallons of fuel and total cost on the fuel receipt and upload to WMIRS.   Close out flight in WMIRS.

    2) Non-funded B17: Use personal funds to pay for fuel - annotate as above and upload to WMIRS. Close out flight in WMIRS.   The Wing (IN/WA or IN/FM) will e-mail you an invoice for the flight. (Current rental rates are $37 for C182 and $29 for C172 per Hobbs hour.)   Upon receipt of the invoice follow the instructions on the invoice and authorize the payment for the flight.

d. All pilots are encouraged to be active in the FAA online Wings Program.   CAPF 5 and CAPF 91 checkrides qualify towards completion of your Wings level.   You can register for the Wings Programs: www.faasafety.gov

e. All pilots must update their individual Ops Qual information in eServices under My Operations Qualifications. Go to: Pilot and update Questionnaires and Annual / Abbreviated Form 5.   Be sure to check any Additional Endorsements from your CAPF 5.   Scan checkride documents (CAPF 5, CAPF 91, Aircraft Questionnaires, etc.) and upload to eServices.

### 4. Additional Requirements:

a. Pilots applying for initial qualification as a Cadet Orientation Pilot (CAP or AFROTC), Instructor Pilot, Check Pilot, or Mission Check Pilot, may not exercise those privileges until approved in eServices.

b. Pilots - Any additions/updates to qualifications, medical, address, phone no., etc., should be updated in eServices.   This should be done even if it is not in conjunction with a CAPF 5 or CAPF 91 checkride.

c. Checkpilots – Send an e-mail to IN WG/DOV, IN WG/DOO, IN WG/ES as well as the Group Commander with the name and date a CAP pilot successfully completes a checkride. For an unsuccessful checkride, send IN WG/DOV a description of the deficiencies found during the checkride.

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Certified 15 Apr 2013, Capt Steve Davis, INWG/DOV